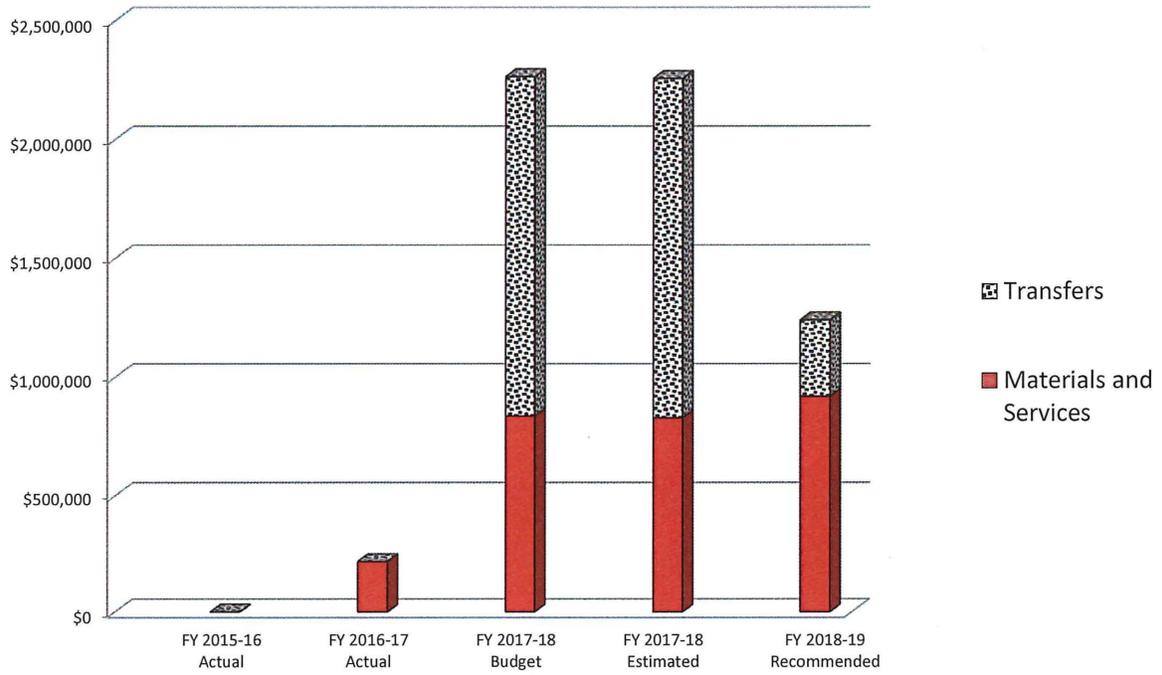


TLT Fund

RECOMMENDED FY 18-19



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	LODGING TAX (TLT) Fund					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
Personnel Services	\$0	\$78,206	\$626,030	\$540,543	\$677,377	8.20%
Materials and Services	-	218,103	835,773	828,377	919,048	9.96%
Transfers	-	-	1,427,900	1,427,900	321,320	-77.50%
SUB-TOTAL	\$0	\$296,309	\$2,889,703	\$2,796,820	\$1,917,745	
Contingency			521,131		1,609,859	
Reserve			123,714		-	
Reserve			229,858		-	
TOTAL	\$0	\$296,309	\$3,764,406	\$2,796,820	\$3,527,604	
FTE's	-	2.00	5.00		5.00	

Explanation of item(s) that are significant (10% and greater than \$10,000):

Personnel services:

The Recommended Budget includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

Materials and services:

FY 2017-18 reflects the transfer of the Arts program from the General Fund to the Lodging Tax Fund.

Transfers:

FY 2018-19 reflects a reduction in the transfers to the Capital Development Fund for design and construction of the Beaverton Center for the Arts (\$1.1 Million)

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
DEPARTMENT HEAD: PATRICK O'CLAIRE	

Program Goal: Design, construct and operate the Beaverton Center for the Arts (BCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community residents and visitors. Function as a key element of Downtown and Beaverton. Operate the on-going Arts program of the city to showcase local and regional artists.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	4.50	5.00	5.00	0.00
PERSONNEL SERVICES	\$91,087	\$301,870	\$626,030	\$677,377	\$0
MATERIALS & SERVICES	293,891	360,839	835,773	919,048	0
CAPITAL OUTLAY	7,510	0	0	0	0
TRANSFERS	2,227	10,995	1,427,900	321,320	0
CONTINGENCY	0	0	874,703	1,609,859	0
TOTAL	\$394,715	\$673,704	\$3,764,406	\$3,527,604	\$0

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$0	\$0	\$1,233,059	\$830,034	\$0
City Lodging Tax - 4%	0	800,185	1,232,251	1,290,000	0
County Lodging Tax - 2.5%	0	725,907	782,075	806,000	0
Investment Interest Earnings	0	3,276	13,200	24,500	0
Transfers from General Fund	0	0	503,821	577,070	0

There are three inter-related funds related to the Beaverton Center for the Arts:

Fund 107 - Lodging Tax (TLT) Fund: Capital campaign to raise remaining private funds needed to construct the BCA, operational and business planning, and operate the Arts programs of the city.

Fund 108 – BCA Gift and Contribution Fund: for receipting and tracking gifts and contributions from private and corporate donations for the construction and operation of the Beaverton Center for the Arts.

Fund 301 – Capital Development Fund – Beaverton Center for the Arts (program #3521): for the design and construction of the facility.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Program Goal: Design, construct and operate the Beaverton Center for the Arts (BCA), a center that provides a permanent home for the arts in Beaverton, featuring diverse programming and events that serve community and visitors. Function as a key element of Downtown and Beaverton.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	0.00	2.00	2.00	2.00	0.00
PERSONNEL SERVICES	\$0	\$78,206	\$336,245	\$338,615	\$0
MATERIALS & SERVICES	0	218,103	608,978	698,773	0
CAPITAL OUTLAY					
TRANSFERS	0	0	1,409,243	298,647	0
CONTINGENCY	0	0	353,572	0	0
TOTAL	\$0	\$296,309	\$2,708,038	\$1,336,035	\$0

Program Objective:

This program is responsible for implementing elements of the community vision and the Creekside District Master Plan and Implementation Strategy to complete the design and construction of an arts center. The program includes operation of a capital fundraising campaign as well as operational planning for facility management and programming for the start-up phase. For FY 2018-19 the objective is to continue the momentum for the center; the program will continue making progress towards raising the goal of \$11.1million; construction drawings will be completed.

The arts is a strong component of both the Beaverton Community Vision Action Plan and the city's Marketing Plan. The activities of the arts program was described by the Vision Action Committee (VAC) as integral to the Build Community vision goal. The Marketing Plan calls for Beaverton's investment in arts programming to be a major contributor to the city's marketing as a friendly, active, and responsible place for residents, visitors, and businesses. The project team is charged with implementing the following Beaverton Community Vision action item:

Item #71. Develop an arts and culture center. Develop a destination arts and culture center through a private-public partnership

Beaverton Center for the Arts Project Development: The inter-departmental project team is led by the Development Division of the Community Development Department, Center for the Arts staff, Library Director and Finance staff to support the community vision idea of a permanent home for arts in Beaverton. Arts program staff, managed by the General Manager of the BCA, serve as a link to the Beaverton Arts Commission, Beaverton Arts Foundation, and stakeholder groups dedicated to the promotion of the arts. The project envisions use of the Main Library's auditorium as an integrated resource for performances, lectures, and educational offerings complementing the main stage in the BCA. The plaza alongside Beaverton Creek can be used with the adjacent existing plazas at The Round and streets for large-scale outdoor events and activities.

The Center will feature:

- ~50,000 sf
- Mainstage: 550 seats
- 5,000 sf of Event Space
- Classrooms for Performing and Visual Arts Education
- Lobby
- Art Gallery
- Café
- Box office
- Meeting / Conference Room
- Outdoor Plaza
- State of the art technical capabilities

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

The BCA is a catalyst to redevelopment of Central Beaverton which features projects such as:

- Beaverton Central Parking Garage and parking management strategy
- Completion of new hotel and apartment/retail complex
- Continued redevelopment of The Round
- Serve as a regional tourism attractor



Proposed Beaverton Center for the Arts (artist's rendering; "festival day" mode)

The center's eventual debt service and much of its operating expenses will be funded by a combined city and county lodging tax. The city increased its lodging tax effective October 1, 2016.

Progress on FY 2017-18 Action Plan:

- The City identified the Beaverton Arts Foundation (BAF) as the non-profit entity responsible for leading the capital campaign to raise the remainder of project funds to construct the BCA. The City and BAF created a formalized partnership which includes management level leadership on loan from the City (Capital Campaign Manager) and grant funding to support the work of the campaign.
- A set of performance metrics were outlined as a part of the Grant Agreement between the City and the BAF to demonstrate progress towards the goal.
- Quarterly reports on the metrics indicated above given to City Staff, City Council and the BAF board of trustees.
- Further development on the case for support based upon feedback gained during the "Capital Campaign Readiness Assessment" study, and a series of community listening sessions.
- The BAF underwent a rebranding. A website and collateral materials were developed.
- Policies and procedures to accept gifts and the capacity to oversee asset transfer, liquidation and donor acknowledgement for tax and stewardship purposes were developed.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

- Implemented controls and processes to receive, document and receipt donors for their gifts.
- Systems for handling fundraising expenses, tracking and monitoring related expenditures and reports were established for accountability and transparency.
- Secured qualified capital campaign advisors to assist with donor prospects, monitor overall strategy and activity, support staff and volunteer leadership of the campaign.
- Developed a robust grant/foundation strategy to insure success of the target goal of \$5 Million raised through this source.
- A communication plan was developed with city leadership that outlines the messaging, talking points and timeline for the roll out of the BCA project.
- Evaluated facility design and directed changes to increase functionality and maximize earned theater revenue. This process will continue during design development.
- Evaluated prior consultant's reports and revised projections and expenses in operating pro forma according to program and knowledge as of fall 2017. Continued refinement will occur in FY18-19 informed by outreach and discussions with potential users and leadership.
- Completed initial phase of due diligence and relationship-building via targeted outreach with local stakeholders, interested parties, regional artists, arts organizations, educators, community members, national venue management leaders and trade organizations, to inform BCA usage, programming, operational plans, partnership potential, building program and design. Meetings and interviews were held with over 80 unique individuals and/or organizations. This outreach will continue as part of the planning process in FY18-19.
- The project team provided two council presentations in FY17-18, with more planned for the fiscal year, and more one on one updates with councilors to report on project progress related to fundraising, design, operations and governance.

FY 2018-19 Action Plan:

- Continue making progress towards the goal of raising \$11.1 million via grant agreement with the Beaverton Arts Foundation, securing majority of goal by end of FY18-19.
- Continue to track activity and progress throughout the phases of the Campaign. During FY 18-19 the focus will be on phase 2 (Lift Gifts), 3 (Major Gifts), and 4 (Public Support).
- Goal projections related to construction timeline will be evaluated and communicated at pre-determined budgetary milestone checkpoints after comprehensive assessment and analysis of real-time donor cultivation efforts and success.
- Develop industry specific Campaign subcommittees to increase awareness and cultivation opportunities; implement a Capital Campaign Volunteer Leadership Committee with visible and capable leadership
- Host prospective donor events that bring greater community awareness and develop opportunities for deeper cultivation of prospective donors.
- In partnership with the Public Information and the Arts Programs, increase visibility of the capital campaign and the importance of arts in the community.
- At a minimum, provide two presentations to council on project progress.
- In preparation for ground-breaking, provide recommendations outlining governance, operational and programming strategy and plans including, but not limited to:
 - Updated operating *pro formas*
 - Facility best practices for center operations, staffing, programming, marketing, booking and rental policy, concessions and catering, and risk management.
- Gain city council authorization for the sale of special revenue bonds of approximately \$18 million backed by city's Lodging Tax and create appropriate accounting measures to manage the sale proceeds.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: FINANCE
PROGRAM: 0802 BCA FACILITY DEVELOPMENT PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Hotels in Beaverton	10	10	10 / 11	12
Revenue				
City Lodging Tax – 4%*	New Measure	\$861,000	\$1,232,000 / \$1,170,000	\$1,290,000
County Lodging Tax – 2.5% **	\$630,000	\$763,000	\$770,000 / \$720,000	\$806,000

*Effective October 1, 2016

** County Lodging Tax was a revenue source for the General Fund prior to July 1, 2016

The current set of milestones for the project are:

Major gift and foundation fundraising:	2017 – 2019
Public awareness and support:	2018 - 2021
Design, engineering, permits:	2017 – 2018
Construction:	Mid 2019 – early 2021
Goal: Grand Opening Celebration:	Late Spring 2021

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Mission Statement:

The Arts Program's mission is to enhance, unite, and celebrate our diverse community through art.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	1.00	2.50	3.00	3.00	0.00
PERSONNEL SERVICES	\$91,087	\$223,664	\$289,785	\$338,762	\$0
MATERIALS & SERVICES	293,891	142,736	226,795	220,275	0
CAPITAL OUTLAY	7,510	0	0	0	0
TRANSFERS	2,227	10,995	18,657	22,673	0
CONTINGENCY	0	0	521,131	1,609,859	0
TOTAL	\$394,715	\$377,395	\$1,056,368	\$2,191,569	\$0

The requirements shown above reflect the Beaverton Arts Program Fund for the Actual columns. The budget for FY 16-17 reflects the decision to include this program as part of the Mayor's programs in the General Fund. FY 17-18 reflects the Arts Program transferring to the Lodging Tax Fund. Prior to FY 17-18 this program was in the Mayor's Office.

Program Objectives (services provided):

The Arts Program accomplishes its mission by carrying out the following five goals:

- Bring people together by providing opportunities for all people to experience and explore art;
- Create ways for people to celebrate cultural diversity through art;
- Help local artists to have a voice and to thrive artistically;
- Spur resource and partnership development and stewardship; and
- Educate the community on the intrinsic and economic value of art.
- Work with the Beaverton Arts Commission (BAC) to realize its mission and goals.

The arts are a strong component of both the Beaverton Community Vision Action Plan and the city's recently adopted Marketing Plan. The activities of the arts program were described by the Vision Action Committee (VAC) as integral to the Build Community vision goal. The Marketing Plan calls for Beaverton's investment in arts programming to be a major contributor to the city's marketing as a friendly, active, and responsible place for residents, visitors, and businesses. The Arts Program is a partner and has the responsibility to implement the following Beaverton Community Vision action items:

- *Action #1: Expand neighborhood and district branding*
- *Action #13: Use art, murals and landscaping to beautify Beaverton*
- *Action #71: Develop an arts and culture center (Center for the Arts)*
- *Action #72: Create spaces for local music and artistic performances*
- *Action #73: Expand public art and promote murals and sidewalk art*
- *Action #74: Develop an arts, events, branding and marketing strategy*

FY 2017-18 marked a year of transition for the arts program. During this year, the current team focused on maintaining core initiatives rather than developing new ones, due to 1 less FTE staff from August 2017 to March 2018. The program began a period of internal evaluation which will carry through to FY18-19. This process will include role definition and work planning with the Arts Commission (initiated in February 2018), project planning review, review of staff roles and duties, and review of program offerings and goals to serve the community. A new arts program manager with strong experience in public art and public sector program management is scheduled to begin in late March 2018 and will work closely with the General Manager, Beaverton Center for the Arts, staff and stakeholders to achieve current goals and build long term strategy for the program. The FY18-19 budget keeps programming expenses flat from FY17-18 with a renewed focus on strategic outreach and marketing of arts program initiatives, further implementation of the public art plan, 1% for art projects, and continued support for artists and arts organizations via grant making and professional development.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Beaverton Arts Program History

Fiscal year 2016-17 marked the first year of the Beaverton Arts Program's inclusion in the city's General Fund budget. The Arts Program evolved from the Beaverton Arts Commission (BAC), created in 1983 as a grassroots effort by residents who envisioned the arts presented, promoted, and nurtured in Beaverton. Since the BAC's formation, the demand for arts in Beaverton has grown, creating the need for additional programmatic and staff support resulting in the formation of a new program dedicated to fostering and growing the arts in the community. Fiscal year 2017-2018 will reflect a second evolution of the Beaverton Arts Program with the inclusion of all city supported arts events added to this program budget. In both FY 17-18 and FY 18-19, 100% of the cost of the Arts Program in the Lodging Tax Fund are offset with a transfer from the General Fund.

Progress on FY 2017-18 Action Plan:

- **Vinyl Wrap Art:** As an evolution of the wrap initiative to beautify the city and to provide opportunities for local artists, 61 artists, including youth, will have their artwork displayed on city-owned electrical boxes throughout the community beginning late spring 2018 and into FY18-19. The Arts Program is collaborating with Public Works and Clean Slate to pilot and install these wraps during the summer season of 2018 in order to evaluate their durability, ease of maintenance and overall success.
- **Beaverton Center for the Arts (BCA) Project Development:** Arts Program initiatives continue to support and create awareness of the arts in the city. Relationships with local artists and arts groups are key to advance planning and development of the BCA. The visibility and impact of arts program initiatives bolsters the success for the BCA campaign and long-term success of the facility. In order to better coordinate arts program initiatives and BCA development, the General Manager of the BCA continues to serve as the head of the arts program. Please see the BCA Fund Development program (#0802) regarding progress on the BCA project.
- **Grant-Making:** The Arts Program continued to support individual artists and arts organizations through grant opportunities. In 2017, the program received applications from 8 first-time applicant organizations. 24 grants were awarded; 15 community grants and 9 diverse art grants ranging in award amount from \$350 - \$2000.
- **Collaboration with Beaverton Library:** Due to staff transition, the initiative to create a makers art series in collaboration with the library to provide artistic opportunities to the aging population has been postponed.
- **Neighborhood Art Installations:** The Arts Program partnered with Willamette West Habitat for Humanity, and the Vose NAC to bring Beaverton's first street mural to life. Other NACs will continue to be targeted for mural installations in the spring 2018 to identify locations of sculpture and mural installations outside the downtown core.
- **Artist Workshops:** In spring 2018 the program will continue a free annual artist workshop series based on feedback received from the artistic community.
- **Arts Events:**
 - Ten Tiny Dances – This event, showcasing various dance styles by a diverse group of artists on 4' by 4' stages was attended by over 850 guests in City Park in summer 2017. For the first time, NW Lion Dancers performed throughout the Farmers Market, immediately prior to the start of the event, drawing attention to the adjacent TTD performances.
 - The Beaverton Arts Mix! - In fall 2017, 178 artists submitted work for consideration, and 88 artists were chosen to participate in the event. All of the artwork was chosen by a panel of professional artists. A total of 20 artists that participated at the Quick Draw event, with hundreds exposed to during the Quick Draw event, and excited to experience art in the open air. The Quick and Chalk Draw events drew the attention of four youth participants.
 - The Beaverton Third Thursday: In summer of 2017, three events drew a total of 1800 attendees at The Round, including one event rescheduled from June to September. FY18-19 will bring a new name for the event, Concerts in the Round, to allow for more scheduling flexibility in a coordinated effort with Public Information and Events to balance the overall City events summer schedule.
 - The Mayor's Ball raised a record \$98,428 in net funds at the March 3, 2018 ball, which benefited the Beaverton Arts Foundation, Beaverton Civic Theatre, and ISing Choir. In the past nine years the Mayor's

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2018-19 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Ball has raised \$604,093 net funds that have benefitted Beaverton non-profits. The confirmation of date for the FY18-19 Mayor's Ball is currently unconfirmed but pending approval.

FY 2018-19 Action Plan

The Action Plan for FY2018-19 will direct efforts towards strategic, responsive and adaptive programs. Defining and building awareness of Beaverton's arts identity, further implementation of the Public Art Master Plan, placemaking and creative enhancements to the Downtown Core, place-based projects within the neighborhoods of Beaverton and targeted arts education/arts engagement opportunities will be the strong foci of the Arts Program. Signature art events, grant-making and professional development for artists will continue based on community investment, success of previous programs and demonstrated impact.

- **Marketing Plan** – In close coordination with Public Information and the Beaverton Arts Commission (BAC), building on the Community Vision and Marketing Plan, and in support of the development of the Beaverton Center for the Arts, plan and launch a coordinated strategic effort to infuse art and culture messaging in established and in some cases new communication channels. Among objectives and tactics already outlined, this will include establishing the arts as a key connector for our diverse community and accessible to both residents and visitors alike.
- **Public Art Master Plan – 1% for Art planning** – Manage the 1% for art process, artist selection and artwork design development for the new Public Safety Center (funded through a voter-approved bond measure, artwork project budget estimated at \$260,000), as well as early stage planning for the 1% for art project associated with the Beaverton Center for the Arts, currently in design development and subject to a multi-year capital campaign to fully fund construction. Arts Program Staff will continue to advance initiatives in the Public Art Master Plan (revised 2015) with a focus on evaluating the current collection, conservation and maintenance.
- **Downtown Placemaking** – Serve as arts placemaking consultant on downtown design core team, and downtown placemaking strategies work group led by CDD. This work group is tasked with creating recommendations for placemaking opportunities, investments, and programs that attract people to downtown Beaverton as well as address temporary site conditions during redevelopment.
- **Neighborhood/Place-Based Art Installations:** Coordinate closely with the Beaverton Committee for Community Involvement and all the Beaverton Neighborhood Associations to identify locations and opportunities for artworks and installations outside the downtown core.
- **Tactical artworks in public right-of-way:** Following evaluation of the pilot project, complete installation of vinyl adhesive artworks on city-owned electrical boxes and city infrastructure. The pilot will include installation of artworks on 7 utility boxes along Allen Blvd. Upon completion of the pilot, we hope to deploy the program to approximately 60 utility boxes throughout the city contingent on funding.
- **Grant-Making:** Continue supporting individual artists and arts organizations through grant opportunities.
- **Artist Workshops:** Continue a free annual artist workshop series based on feedback received by the artistic community. Expand workshop locations to outside of city hall to encourage more drop-ins from artists and individuals interested in learning more about these opportunities.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

• **Arts Events:**

- Ten Tiny Dances (TTD) will continue to introduce the general public to excellent, relevant, and culturally diverse performing arts, while creating a platform for artists to share their craft. This year's event will return to the roots of the event on multiple stages as an opportunity for placemaking in the general vicinity of the Farmers Market, and to bring attention to businesses and new happenings in the area.
- The Beaverton Arts Mix! (BAM!) will continue to bring a wide variety of visual arts to share with the public, and create a space where local artists can sell works and share their craft. The artist reception will give a chance for guests to meet the artists, and for artists to interact with the public. The Quick Draw, which include chalk artists, will continue to expose art in action to the community. An added benefit to the Quick Draw will be prize money for teens and grade school aged children, to encourage youth to participate. The Arts Program will continue to work with CDD-Economic Development and the Downtown Business Association to bring attention to BAM! during Restaurant Week, which coincides with BAM!
- Concerts in The Round (formerly The Beaverton Third Thursdays): The new name for the event will be Concerts in The Round, and will be condensed to 2 events with multiple performers at each event. The overall City events summer schedule will be a coordinated effort with Public Information and Events. This free concert series will continue to be one of Beaverton's beloved summer events while continuing to draw visitors to the increasingly vibrant area of central Beaverton, steps away from the new BG Food Cartel and the future Rise Central.

See also the Events Program in the Mayor's Department for other events in the community. In FY 18-19, the Arts Program plans to collaborate with the Events Program on an "Arts Feature" at one of the Flicks by the Fountain Film Series.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Beaverton Arts Commission Meetings	12	12 / 12	12/12	12
Number of new tactical, placemaking and place-based art installations	15	20 / 44	20/17	20
Number of artists participating in artist workshop series	20	30 / 100	50/30	75
Number of artists participating in the revolving art program	50	60 / 100	70/170	180
Percent of ideas within the Public Art Master Plan On-Going or Underway	50%	70% / 75%	75%/75%	80%
Percent of culturally diverse performers at Ten Tiny Dances		New Measure	80%/80%	80%
Number of artists participating in the BAM! Chalk Draw		New Measure	15/5	NA

CITY OF BEAVERTON, OREGON
 FISCAL YEAR 2018-19 BUDGET
 CURRENT LEVEL OF SERVICES

FUND: 107 LODGING TAX (TLT) FUND	DEPARTMENT: MAYOR'S OFFICE
DIVISION: 0528 ARTS PROGRAM	PROGRAM MANAGER: CHRIS AYZOUKIAN

Performance Measures (Continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of artists submitting to BAM!		New Measure	New Measure/188	190
Number of youth artists participating in BAM! Chalk Draw		New Measure	New Measure/8	8
Number of BAC volunteer hours contributed to the City		New Measure	New Measure/182	200

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL

-1,233,059 -1,233,059 -1,233,059 -830,034 -830,034

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

-1,233,059 -1,233,059 -1,233,059 -830,034 -830,034

CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)

-800,185 -1,232,251 -753,985 -1,170,000 -1,290,000 -1,290,000

TOTAL CLASS: 10 TAXES

-800,185 -1,232,251 -753,985 -1,170,000 -1,290,000 -1,290,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX

-725,907 -782,075 -463,156 -720,000 -806,000 -806,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE

-725,907 -782,075 -463,156 -720,000 -806,000 -806,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS

-3,276 -13,200 -11,864 -17,700 -24,500 -24,500

757 MED/LIFE INS PREM REFUND DISTRIBUTION

-87 -87

TOTAL CLASS: 35 MISCELLANEOUS REVENUES

-3,276 -13,200 -11,951 -17,787 -24,500 -24,500

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					-503,821			-486,008		-577,070		-577,070		
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
					-503,821			-486,008		-577,070		-577,070		
TOTAL DEPARTMENT: 03 REVENUE														
			-1,529,368		-3,764,406		-2,462,151	-3,626,854		-3,527,604		-3,527,604		

0184

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

018	CAPITAL CAMPAIGN MANAGER		24,149	1.00	100,011	1.00	78,124	100,011	106,304	1.00	106,304	1.00		
077	PROGRAM MANAGER				59,667	1.00	6,257	27,214	84,743	1.00	84,743	1.00		
186	PROGRAM COORDINATOR				8,706		8,706	10,150						
197	EVENTS COORDINATOR				73,247	1.00	60,382	74,720	75,075	1.00	75,075	1.00		
221	SUPPORT SPECIALIST 2				51,892	1.00	42,334	54,053	58,119	1.00	58,119	1.00		
273	BCA GENERAL MANAGER		30,152	1.00	114,134	1.00	89,997	114,146	117,005	1.00	117,005	1.00		
275	TEMPORARY EMPLOYEES				5,000		4,698	4,617	13,932		13,932			
299	PAYROLL TAXES AND FRINGES		23,905		213,373		114,697	155,632	212,577		222,199			
TOTAL CLASS: 05 PERSONNEL SERVICES			78,206	2.00	626,030	5.00	405,195	540,543	667,755	5.00	677,377	5.00		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				400		709	400	400		400			
303	OFFICE FURNITURE & EQUIPMENT		1,877				1,489	1,489	2,900		2,900			
307	MEMBERSHIP FEES		2,241		2,575		2,252	2,575	5,475		5,475			
308	PERIODICALS & SUBSCRIPTIONS		370				98	400	900		900			
317	COMPUTER EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND

DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			4,028		3,200		1,600	1,600	100		100			
318	COMPUTER SOFTWARE													
			630		10,000		8,000	8,000	500		500			
321	TRAVEL, TRAINING & SUBSISTENCE													
			943		29,000		12,544	24,000	29,000		29,000			
325	COMMUNITY EVENTS EXPENSE													
					93,650		76,797	93,297	85,650		85,650			
328	MEALS & RELATED EXPENSE													
					2,500		352	2,500	2,000		2,000			
330	MILEAGE REIMBURSEMENT													
					150		91	350	350		350			
341	COMMUNICATIONS EXPENSE													
			260		1,968		1,515	1,968	2,448		2,448			
461	SPECIAL EXPENSE													
					161,000		134,292	160,747	609,825		609,825			
488	ART DEVELOPMENT EXPENSE													
					106,000		49,468	105,743	111,000		111,000			
508	BCA PREDEVELOPMENT EXPENSES													
			115,409											
511	PROFESSIONAL SERVICES													
			92,345		418,330		288,344	418,330	66,500		66,500			
523	BOARDS & COMMISSIONS EXPENSES													
					7,000		4,600	6,978	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
			218,103		835,773		582,151	828,377	919,048		919,048			
CLASS: 25 TRANSFERS														
815	TRSFERS TO CAPITAL DEV. FUND													
					1,408,243		53,312	1,408,243	297,085		297,085			
816	TRSFERS TO REPROGRAPHICS FUND													

0186

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 107 LODGING TAX (TLT) FUND DEPT: 20 FINANCE DEPARTMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					3,201		2,327	3,201	5,444		5,444			
818	TRSFERS TO ISD-ALLOCATED													
					16,456		13,713	16,456	18,791		18,791			
TOTAL CLASS: 25 TRANSFERS					1,427,900		69,352	1,427,900	321,320		321,320			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
976	RESERVE - CITY, 4% TLT, 30% GENERAL													
					123,714									
977	RESERVE - CITY, 4% TLT, 70% TOURISM													
					229,858									
991	CONTINGENCY - UNRESERVED													
					521,131				1,619,481		1,609,859			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					874,703				1,619,481		1,609,859			
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT														
0187			296,309	2.00	3,764,406	5.00	1,056,698	2,796,820	3,527,604	5.00	3,527,604	5.00		

**LODGING TAX FUND
FY 2017-18 ADOPTED**

Code Position Title		Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
18	CAPITAL CAMPAIGN MANAGER	1.00	1.00					1.00
77	PROGRAM MANAGER	0.00	1.00					1.00
197	EVENTS COORDINATOR	0.00	1.00					1.00
221	SUPPORT SPECIALIST 2	0.00	1.00					1.00
273	BCA GENERAL MANAGER	1.00	1.00					1.00
	Total	2.00	5.00	0.00	0.00	0.00	0.00	5.00

FY 2018-19 PROPOSED

Code Position Title		Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
18	CAPITAL CAMPAIGN MANAGER	1.00					1.00
77	PROGRAM MANAGER	1.00					1.00
197	EVENTS COORDINATOR	1.00					1.00
221	SUPPORT SPECIALIST 2	1.00					1.00
273	BCA GENERAL MANAGER	1.00					1.00
	Total	5.00	0.00	0.00	0.00	0.00	5.00

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL
 1,233,059 1,233,059 830,034 830,034

TOTAL CLASS: 05 BEGINNING WORKING CAPITAL
 1,233,059 1,233,059 830,034 830,034

CLASS: 10 TAXES

506 CITY 4% LODGING TAX (TLT)
 800,185 1,232,251 1,170,000 1,290,000 1,290,000

TOTAL CLASS: 10 TAXES
 800,185 1,232,251 1,170,000 1,290,000 1,290,000

CLASS: 15 INTERGOVERNMENTAL REVENUE

326 COUNTY 2.5% LODGING TAX
 725,907 782,075 720,000 806,000 806,000

TOTAL CLASS: 15 INTERGOVERNMENTAL REVENUE
 725,907 782,075 720,000 806,000 806,000

CLASS: 35 MISCELLANEOUS REVENUES

384 INVESTMENT INTEREST EARNINGS
 3,276 13,200 17,700 24,500 24,500

757 MED/LIFE INS PREM REFUND DISTRIBUTION
 87

TOTAL CLASS: 35 MISCELLANEOUS REVENUES
 3,276 13,200 17,787 24,500 24,500

CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND
 503,821 486,008 577,070 577,070

TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS
 503,821 486,008 577,070 577,070

TOTAL PROGRAM: 0000 UNRESTRICTED
 1,529,368 3,764,406 3,626,854 3,527,604 3,527,604

TOTAL DEPARTMENT: 03 REVENUE
 1,529,368 3,764,406 3,626,854 3,527,604 3,527,604

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 03 REVENUE
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

301 BEGINNING WORKING CAPITAL

506 CITY 4% LODGING TAX (TLT)

EFFECTIVE OCTOBER 1, 2016, THE CITY ENACTED ITS OWN 4% TRANSIENT LODGING TAX. THE COUNTY WILL COLLECT AND DISTRIBUTE THIS TAX TO THE CITY SIMILAR TO THE PROCESS THE COUNTY COLLECTS THE 9% COUNTY TLT AND DISTRIBUTES 2.5% OF THE TLT TO THE CITY (SEE ACCOUNT 326 BELOW)
 FY 2016-17 COLLECTIONS REPRESENTS ONLY 9 MONTHS OF COLLECTIONS. FY 2017-18 REFLECTS FIRST COMPLETE YEAR OF COLLECTIONS.

326 COUNTY 2.5% LODGING TAX

BEGINNING FY2016-17 THE 2.5% CITY PORTION OF THE 9% COUNTY TRANSIENT LODGING TAX IS BEING TRANSFERRED FROM THE GENERAL FUND TO THE NEW LODGING TAX (TLT) FUND 107

384 INVESTMENT INTEREST EARNINGS

FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10%
 FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%

757 MED/LIFE INS PREM REFUND DISTRIBUTION

MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS

411 TRSFERS FROM GENERAL FUND

SUBSIDY OF 100% OF THE ARTS PROGRAM'S OPERATING COSTS FUNDED BY THE GENERAL FUND. \$577,070

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

018	CAPITAL CAMPAIGN MANAGER		24,149	1.00	100,011	1.00	100,011	106,304	1.00	106,304	1.00		
273	BCA GENERAL MANAGER		30,152	1.00	114,134	1.00	114,146	117,005	1.00	117,005	1.00		
275	TEMPORARY EMPLOYEES				5,000		4,617	13,932		13,932			
299	PAYROLL TAXES AND FRINGES		23,905		117,100		80,328	96,392		101,374			

TOTAL CLASS: 05 PERSONNEL SERVICES

			78,206	2.00	336,245	2.00	299,102	333,633	2.00	338,615	2.00		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT		1,877				1,489	2,000		2,000			
307	MEMBERSHIP FEES		2,241					2,900		2,900			
308	PERIODICALS & SUBSCRIPTIONS		370				400	900		900			
317	COMPUTER EQUIPMENT		4,028		3,200		1,600						
318	COMPUTER SOFTWARE		630		10,000		8,000						
321	TRAVEL, TRAINING & SUBSISTENCE		943		25,000		20,000	25,000		25,000			
328	MEALS & RELATED EXPENSE				1,000		1,000	1,000		1,000			
330	MILEAGE REIMBURSEMENT						200	200		200			
341	COMMUNICATIONS EXPENSE		260		1,248		1,248	1,248		1,248			

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 018 CAPITAL CAMPAIGN MANAGER
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 273 BCA GENERAL MANAGER
 FY 16-17 REFLECTS DECREASE DUE TO POSITION VACANCY
- 275 TEMPORARY EMPLOYEES
 BUSINESS PLANNING AND RESEARCH ASSISTANCE ON A SHORT-TERM AD HOC BASIS, AS NECESSARY.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
 OFFICE SUPPLIES
- 303 OFFICE FURNITURE & EQUIPMENT
 ADDITIONAL FURNITURE AND EQUIPMENT FOR POTENTIAL MOVE TO TBB 2ND FLOOR
- 307 MEMBERSHIP FEES
 INTERNATIONAL ASSOCIATION OF VENUE MANAGERS (IAVM)
 ARTS NORTHWEST
 ASSOCIATION OF PERFORMING ARTS PROFESSIONALS
 WESTERN ARTS ALLIANCE
 CALIFORNIA PRESENTERS
 POLLSTAR
 OREGON CULTURAL ADVOCACY COALITION
 NATIONAL GUILD FOR COMMUNITY ARTS EDUCATION
- 308 PERIODICALS & SUBSCRIPTIONS
 SUBSCRIPTIONS \$400
 PARTNER ORGANIZATION TICKETS \$500
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATIONS REQUESTED
- 318 COMPUTER SOFTWARE
 NO APPROPRIATIONS REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE
 TRADE CONFERENCES, TRAVEL TO OTHER FACILITIES \$25,000
- 328 MEALS & RELATED EXPENSE
 MEALS AND RELATED EXPENSE \$1,000
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$200
- 341 COMMUNICATIONS EXPENSE
 CELL PHONE CHARGES FOR 2 CELL PHONES @ 104 PER MONTH \$1,248

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
461	SPECIAL EXPENSE				150,000		150,000	598,825		598,825			
508	BCA PREDEVELOPMENT EXPENSES		115,409										
511	PROFESSIONAL SERVICES		92,345		418,330		418,330	66,500		66,500			
TOTAL CLASS: 10 MATERIALS & SERVICES			218,103		608,978		602,467	698,773		698,773			
CLASS: 25 TRANSFERS													
815	TRSFERS TO CAPITAL DEV. FUND				1,408,243		1,408,243	297,085		297,085			
816	TRSFERS TO REPROGRAPHICS FUND				1,000		1,000	1,562		1,562			
TOTAL CLASS: 25 TRANSFERS					1,409,243		1,409,243	298,647		298,647			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
976	RESERVE - CITY, 4% TLT, 30% GENERAL				123,714								
977	RESERVE - CITY, 4% TLT, 70% TOURISM				229,858								
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					353,572								
TOTAL PROGRAM: 0802 BCA FACILITY DEVELOPMENT			296,309	2.00	2,708,038	2.00	2,310,812	1,331,053	2.00	1,336,035	2.00		
TOTAL DEPARTMENT: 20 FINANCE DEPARTMENT													

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0802 BCA FACILITY DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 461 SPECIAL EXPENSE
 - FUNDING FOR BEAVERTON ARTS FOUNDATION BCA CAPITAL CAMPAIGN GRANT
 - OFFICE SUPPORT:
 - CONTRACT EVENTS / COMMUNICATION \$30,000
 - SUPPLIES, COMPUTER, CELLPHONE, MEALS, MILEAGE, TRAINING, POSTAGE, IT \$26,500
 - SPACE RENT IN THE E-SUITES \$18,000
 - CAMPAIGN STAFFING (TOTAL: - INCLUDES 33% BENEFITS)
 - CAMPAIGN OPERATIONS MANAGER (1FTE SUPPORT CAMPAIGN MANAGING OPS AND VOLUNTEERS) \$67,000
 - CAMPAIGN ADMINISTRATIVE ASSISTANT (OFFICE SUPPORT FOR CAMPAIGN AND BOARD) \$47,000
 - CAMPAIGN MAJOR GIFTS OFFICER (1 FTE, CULTIVATE MAJOR DONORS) \$113,000
 - CAMPAIGN SPECIAL GIFTS OFFICER (9 MO, MEDIUM TO SMALL GIFT CULTIVATION, OUTREACH) \$69,825
 - CAPITAL CAMPAIGN ADVISERS \$125,000
 - FUNDRAISING EVENTS \$20,000
 - CONTRACTED LEGAL/ACCOUNTING SERVICES \$25,000
 - CAMPAIGN MARKETING \$52,500
 - FUNDRAISING RESEARCH \$5,000
- 508 BCA PREDEVELOPMENT EXPENSES
 - FY 16-17 REFLECTS: LOT LINE ADJUSTMENT, ENVIRONMENTAL DUE DILIGENCE, LAND USE ENTITLEMENTS, AND OWNER'S REPRESENTATIVE.
- 511 PROFESSIONAL SERVICES
 - FY 2018-19:
 - BUSINESS PLANNING AND RESEARCH (MARKET, PROFORMA, FOOD SERVICE, EDUCATION) \$21,500
 - ASSUMES ROLLING OVER ADDITIONAL 20,000 FROM FY17-18 INTO BUSINESS PLANNING LINE ITEM FOR \$41,500 TOTAL IN BUSINESS PLANNING
 - TOURISM AND PROMOTION SUPPORT - CHAMBER OF COMMERCE \$25,000
 - COMMUNITY OUTREACH SUPPORT \$20,000
- 815 TRSFERS TO CAPITAL DEV. FUND
 - FY 17-18
 - 3521 - BEAVERTON CTR FOR THE ARTS BUDGET \$1,408,243/EST \$1,038,371
 - FY 18-19
 - 3521 - BEAVERTON CTR FOR THE ARTS
- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 976 RESERVE - CITY, 4% TLT, 30% GENERAL
 - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR GENERAL PURPOSE
 - 30% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)
- 977 RESERVE - CITY, 4% TLT, 70% TOURISM
 - RESERVE - CITY'S 4% LODGING TAX SET ASIDE FOR TOURISM
 - 70% OF THE ENDING BALANCE (4% TLT TAX LESS PROGRAM 0802 EXPENDITURES)

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

077	PROGRAM MANAGER				59,667	1.00	27,214	84,743	1.00	84,743	1.00		
186	PROGRAM COORDINATOR				8,706		10,150						
197	EVENTS COORDINATOR				73,247	1.00	74,720	75,075	1.00	75,075	1.00		
221	SUPPORT SPECIALIST 2				51,892	1.00	54,053	58,119	1.00	58,119	1.00		
299	PAYROLL TAXES AND FRINGES				96,273		75,304	116,185		120,825			

TOTAL CLASS: 05 PERSONNEL SERVICES

289,785 3.00 241,441 334,122 3.00 338,762 3.00

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE				200		200	200		200			
303	OFFICE FURNITURE & EQUIPMENT							900		900			
307	MEMBERSHIP FEES				2,575		2,575	2,575		2,575			
317	COMPUTER EQUIPMENT							100		100			
318	COMPUTER SOFTWARE							500		500			
321	TRAVEL, TRAINING & SUBSISTENCE				4,000		4,000	4,000		4,000			
325	COMMUNITY EVENTS EXPENSE				93,650		93,297	85,650		85,650			
328	MEALS & RELATED EXPENSE				1,500		1,500	1,000		1,000			
330	MILEAGE REIMBURSEMENT				150		150	150		150			

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 077 PROGRAM MANAGER
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 186 PROGRAM COORDINATOR
 FY 17-18 REFLECTS THE ARTS PROGRAM 0528 TRANSFERRING FROM THE GENERAL FUND - MAYOR'S OFFICE TO THE LODGING TAX (TLT) FUND 107.
 FY 17-18 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE PROGRAM COORDINATOR POSITION TO 1 FTE PROGRAM MANAGER POSITION.
- 197 EVENTS COORDINATOR
- 221 SUPPORT SPECIALIST 2
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 301 OFFICE EXPENSE
 ARTS OFFICE SUPPLIES \$200
- 303 OFFICE FURNITURE & EQUIPMENT
 STANDING DESKS (2 AT \$450) FOR NEW PROGRAM MANAGER AND ONE FOR STAFF. \$900
- 307 MEMBERSHIP FEES
 PORTLAND ART MUSEUM \$2,200
 AMERICANS FOR THE ARTS \$100
 WESTSIDE CULTURAL ALLIANCE \$75
 WILLAMETTE VALLEY DEVELOPMENT OFFICERS \$200
- 317 COMPUTER EQUIPMENT
 NO APPROPRIATION REQUESTED
- 318 COMPUTER SOFTWARE
 MISCELLANEOUS SOFTWARE NEEDS FOR ARTS PROGRAM MANAGER \$500
- 321 TRAVEL, TRAINING & SUBSISTENCE
 ARTS PROGRAM WORKSHOPS AND TRAININGS \$1,500
 AMERICANS FOR THE ARTS ANNUAL CONFERENCE \$2,500
- 325 COMMUNITY EVENTS EXPENSE
 TEN TINY DANCES \$20,150
 BEAVERTON ARTS MIX \$23,500
 MAYOR'S BALL SPONSORSHIP & VIDEO \$10,000
 CONCERTS AT THE ROUND \$20,000
 EMERGING ARTISTS SHOWCASE PROJECT \$12,000
- 328 MEALS & RELATED EXPENSE
 ARTS PROGRAM PARTNER MEETINGS AND VOLUNTEER APPRECIATION \$1,000
- 330 MILEAGE REIMBURSEMENT
 REIMBURSEMENT FOR PARKING AND MILEAGE EXPENSE FOR PERSONAL VEHICLE USED FOR CITY BUSINESS \$150

City of Beaverton - Finance
 Budget Preparation - 2019

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
341	COMMUNICATIONS EXPENSE												
					720		720	1,200		1,200			
461	SPECIAL EXPENSE												
					11,000		10,747	11,000		11,000			
488	ART DEVELOPMENT EXPENSE												
					106,000		105,743	111,000		111,000			
523	BOARDS & COMMISSIONS EXPENSES												
					7,000		6,978	2,000		2,000			
TOTAL CLASS: 10 MATERIALS & SERVICES					226,795		225,910	220,275		220,275			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
					2,201		2,201	3,882		3,882			
818	TRSFERS TO ISD-ALLOCATED												
					16,456		16,456	18,791		18,791			
TOTAL CLASS: 25 TRANSFERS					18,657		18,657	22,673		22,673			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					521,131			1,619,481		1,609,859			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					521,131			1,619,481		1,609,859			
TOTAL PROGRAM: 0528 ARTS PROGRAM					1,056,368	3.00	486,008	2,196,551	3.00	2,191,569	3.00		

BP WORKSHEET & JUSTIFICATION

FUND: 107 LODGING TAX (TLT) FUND
 DEPT: 20 FINANCE DEPARTMENT
 PROGRAM: 0528 ARTS PROGRAM

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES FOR 2 STAFF AT \$75 PER MONTH \$900
 - CELL PHONE UPGRADES 2 STAFF \$300
- 461 SPECIAL EXPENSE
 - ART ACQUISITION AND CITY FACILITY & REVOLVING ART DISPLAY HANGING SYSTEM IMPROVEMENTS \$6,000
 - ARTIST STIPENDS FOR SPECIAL PROJECTS \$5,000
- 488 ART DEVELOPMENT EXPENSE
 - ARTIST WORKSHOP SERIES \$5,000
 - SUBMITTABLE PLATFORM FOR ARTIST CALLS \$1,000
 - COMMUNITY GRANTS FOR ORGANIZATIONS & ARTISTS \$20,000
 - DIVERSE ART OFFERINGS GRANTS FOR ARTISTS & INDIVIDUALS \$5,000
 - PUBLIC ART & PLACEMAKING \$80,000
- 523 BOARDS & COMMISSIONS EXPENSES
 - BAC BOARD EXPENSES \$2,000

- 816 TRSFERS TO REPROGRAPHICS FUND
 - ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING & POSTAGE CHARGES THROUGH REPROGRAPHICS
- 818 TRSFERS TO ISD-ALLOCATED
 - ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$18,791

991 CONTINGENCY - UNRESERVED

BP WORKSHEET & JUSTIFICATION

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,527,604	5.00		
TOTAL FUND: 107 LODGING TAX (TLT) FUND													
			296,309	2.00	3,764,406	5.00	2,796,820	3,527,604	5.00	3,527,604	5.00		

BP WORKSHEET & JUSTIFICATION

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	696			27,214				27,214	17,264	44,478
107-20-0528-05-186	PROGRAM COORDINATOR		336	6		9,885	265			10,150	2,668	12,818
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,081	140		67,893	6,827			74,720	26,466	101,186
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,076	140		49,163	4,890			54,053	28,906	82,959
	ARTS PROGRAM	3.00	5,189	286		154,155	11,982			166,137	75,304	241,441
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,080			100,011				100,011	32,245	132,256
107-20-0802-05-273	BCA GENERAL MANAGER	1.00	2,080			114,146				114,146	47,694	161,840
107-20-0802-05-275	TEMPORARY EMPLOYEES		86			4,617				4,617	389	5,006
	BCA FACILITY DEVELOPMENT	2.00	4,246			218,774				218,774	80,328	299,102
	**** DEPARTMENT TOTAL ****	5.00	9,435	286		372,929	11,982			384,911	155,632	540,543

0201

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
107-20	FINANCE DEPARTMENT											
107-20-0528-05-077	PROGRAM MANAGER	1.00	2,080			84,743				84,743	57,586	142,329
107-20-0528-05-197	EVENTS COORDINATOR	1.00	2,080	110		69,559	5,516			75,075	29,937	105,012
107-20-0528-05-221	SUPPORT SPECIALIST 2	1.00	2,080	110		53,853	4,266			58,119	33,302	91,421
	ARTS PROGRAM	3.00	6,240	220		208,155	9,782			217,937	120,825	338,762
107-20-0802-05-018	CAPITAL CAMPAIGN MANAGER	1.00	2,080			106,304				106,304	42,228	148,532
107-20-0802-05-273	BCA GENERAL MANAGER	1.00	2,080			117,005				117,005	57,978	174,983
107-20-0802-05-275	TEMPORARY EMPLOYEES		258			13,932				13,932	1,168	15,100
	BCA FACILITY DEVELOPMENT	2.00	4,418			237,241				237,241	101,374	338,615
	**** DEPARTMENT TOTAL ****	5.00	10,658	220		445,396	9,782			455,178	222,199	677,377

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